# REPORT OF EXAMINATION OF FINANCIAL STATEMENTS INTERNAL CONTROL AND COMPLIANCE

**JUNE 30, 2001** 

JERRY L. WHITE
CERTIFIED PUBLIC ACCOUNTANT
133 BUTTERCUP COURT
WHITE HOUSE STATION, NEW JERSEY 08889
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Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 11 14 01

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Certified Public Accountant

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#### INDEPENDENT AUDITOR'S REPORT

Board of Directors Socialization Services, Inc. Shreveport, Louisiana

I have audited the accompanying statement of financial position of Socialization Services, Inc., a non-profit corporation, as of June 30, 2001, and the related statement of activities and cash flows for the year then ended, as listed in the table of contents. These financial statements are the responsibility of the Socialization's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in "Government Auditing Standards," issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Socialization Services, Inc., as of June 30 2001, and the results of its operations and changes in its net assets and its cash flows for the year then ended in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, I have also issued my report dated October 31, 2001, on my consideration of Socialization Services, Inc.'s internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts, and grants.

The accompanying financial information listed as supplementary financial information in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit the financial statements and, in my opinion, is fairly stated in all material respects, in relation to the financial statements as a whole.

JERRY L. WHITE

Certified Public Accountant

# SOCIALIZATION SERVICES, INC. SHREVEPORT, LOUISIANA ALL FUND TYPES AND ACCOUNT GROUPS STATEMENT OF FINANCIAL POSITION For the Fiscal Year Ended June 30, 2001

<u>ASSETS</u>	Elderly Affairs Grant Fund	Alcohol and Drug Abuse Grant Fund	Building Fund	Special Upkeep Building Fund
Cash	4,787	6,599	1,305	1,312
Grant Receivable (3) Accounts Receivable Furniture and Equipment Automobiles Land Building Amt to be provided for retirement of general long-term debt (5)				
TOTAL ASSETS	4,787	6,599	1,360	1,312
LIABILITIES AND FUND EQUITY				
Liabilities: Security Deposit			500	
Accounts Payable Taxes Payable	254 1,116	254 15		
Loan Payable				<u> </u>
Total Liabilities	1,370	269	500_	
Fund Equity: Investment in General Fixed Assets				
Fund Balance: Unreserved	3,417	6,330	860	1,312
Total Fund Equity	3,417	6,330	860	1,312
TOTAL LIABILITIES AND FUND EQUITY	4,787	6,599	1,360	1,312

The accompanying notes are an integral part of this statement

Account Groups				
	General	General	Total	
General	Fixed	Long-Term	(Memorandum	2000
Fund	Assets	Debt	Only)	Total
	<del></del>	<del> </del>	•	
6,786			20,789	38,603
				9,830
850			905	320
	32,050		32,050	32,050
	15,267		15,267	15,267
	75,555		75,555	75,555
	124,445		124,445	124,445
				· <b>,</b>
7,636	247,317	<del></del>	269,011	296,070
7,000	247,017	<del></del>	203,011	290,070
			500 508 1,131	500 7,616 69
<u></u>	<del></del>	<del></del>		
<del></del>	<del></del>	<del></del>	2,139	8,185
	247,317		247,317	247,317
7,636		<del></del>	19,555	40,568
7,636	247,317	<del></del>	266,872	287,885
7,636	247,317		269,011	296,070
7,030	271,011		200,011	230,010

### COMBINED STATEMENT OF ACTIVITY For the Fiscal Year Ended June 30, 2001

REVENUES:	Elderly Affairs Grant Fund	Alcohol and Drug Abuse Grant Fund	Building Fund	Special Upkeep Building Fund	General Fund	Total (Memorandum Only)	2000 Total
Intergovernmental Interest Income Rental Income Donations	195,000 447	98,750 15	32,400		29,976 164	323,726 626 32,400	329,050 551 27,980
Other				6,500	39	6,539	1,336
TOTAL REVENUES	195,447	98,765	32,400	6,500	30,179	363,291	358,917
EXPENDITURES:							
Personnel	95,925	72,582	2,275		31,506	202,288	196,703
Travel	356	750	1,986			3,092	979
Operating Services	89,561	19,606	10,042	2,300	3,287	124,796	130,415
Operating Supplies		765	6,436	66	694	7,961	12,229
Professional Services		400	4.050		4.45	4 70 4	0.404
Capital Outlays	211	122	1,256	0.000	145	1,734	9,401
Other Costs	6,739	6,797	24,773_	2,822	3,302	44,433	5,250
TOTAL EXPENDITURES	192,792	100,622	46,768	5,188	38,934	384,304	354,977
EXCESS (DEFICIENCY) OF	0.055	(4.055)	(4.4.000)	4.040	(O 755)	(0.4.0.40)	0.040
REVENUES OVER EXPENDITURES	2,655	(1,857)	(14,368)	1,312	(8,755)	(21,013)	3,940
FUND BALANCE, BEGINNING	762	8,187	15,228		16,391	40,568	36,628
INTERFUND TRANSFER	<del></del>		<del></del> -				
FUND BALANCE, ENDING	3,417	6,330	860	1,312	7,636	19,555	40,568

The accompanying notes are an integral part of this statement

### ASSOCIATION FOR COMMUNITY TRAINING, INC. SHREVEPORT, LOUISIANA

### STATEMENT OF CASH FLOWS For the Fiscal Year Ended June 30, 2001

TOTAL WOODLAWN MILAM/ALLEN **GENERAL** CHILD **OUAD** DRUG **PROJECT FUND FUNDS** CARE TERRACE **PROGRAMS ABUSE CASH FLOWS FROM OPERATING ACTIVITIES** Excess (Deficiency) of 32,188 29,210 (11,400)11,723 2,655 Revenues over Expenditures Adjustments to reconcile operating income to net cash provided (used) by operating activities Cash flows reported in other categories 3,285 3,285 Depreciation Change in assets and liabilities (61,291)(19,000)(53,066)7,875 2,900 Receivables (net) 12,000 (1,807)4,001 7,000 (12,702)(490)Receivables from other funds Prepaid Expenses 45,038 53,228 (7,616)(574)Accounts Payable 804 1,046 (242)Taxes Payable 2,699 4,162 (1,463)Accrued Expenses 4,206 4,206 Tenant Security Deposit 30,930 22,929 3,885 8,403 (7,332)2,914 131 **Total Cash InFlows** CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES Proceeds from sale of capital assets (46,031)(46,031)Purchases of capital assets (213,429)(213,429)**Building Improvements** 213,429 213,429 Proceeds from CBDG Grant 46,031 46,031 Proceeds from capital debt (2,926)(2,926)Principal paid on capital debt Net cash provided (used) by capital an-(2,926)(2,926)related financing activities 28,004 959 8,403 (7,332)22,929 2,914 131 INCREASE (DECREASE) IN CASH 4,763 (53,352) (58,340)369 (647)503 UNRESTRICTED CASH @ 7/01/00 (2,809)(4,592)1,783 INTERFUND TRANSFER

The accompanying notes are an integral part of this statement

(6,196)

<u>(35,411)</u>

8,574

959

(28,157)

500

3,417

UNRESTRICTED CASH @ 6/30/01

#### (1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### A. Presentation of Statements:

In April of 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governmental entities. In November of 1984, the GASB issued a codification of governmental accounting and financial reporting standards. This codification and subsequent GASB pronouncements are recognized as generally accepted accounting principles for state and local governments.

The accompanying financial statements conform to generally accepted accounting principles for local government entities as prescribed by <u>Statement 1</u>, <u>Governmental Accounting and Financial Reporting Principles</u> published by the National Council on Governmental Accounting; <u>Audits of State or Local Governmental Units</u>, the industry audit guide issued by the American Institute of Certified Public Accountants; Section 800 - Fiscal Requirements, Appendix A, accounting manual for the Governor's Office of Elderly Affairs; and the revised <u>Louisiana Municipal Audit and Accounting Guide</u>.

#### B. Organization:

Socialization Services, Inc. was incorporated on July 11, 1984, as Humana Socialization, Inc., in Shreveport, Louisiana for civic and charitable purposes. Effective December 1, 1986, the Board of Directors adopted the name of Socialization Services, Inc. The Board of Directors is composed of nine members. The board officers for the year ended June 30, 2001, were Mr. Charles Raye, Chair, Ms. Helen Horton, Vice Chair, and Ms. Sallie Pennywell, Treasurer. Board members are not compensated.

#### C. Fund Accounting:

Socialization Services Inc. use fund and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain governmental financed functions or activities.

#### (1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### C. Fund Accounting (continued):

A fund is a separate accounting entity with a self-balancing set of accounts. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources. The funds are grouped in the financial statements of this report, into one generic fund type as follows:

#### (1) Elderly Affairs Grant Fund

The Elderly Affairs Grant Fund is used to account for proceeds of the grant received from the Louisiana Office of Urban Affairs to serve senior citizens of the Greater Shreveport area with meals. Proceeds are also used to provide transportation to and from sites, doctor appointments, pharmacies, groceries, etc. Additional services include home delivered meals for handicapped/disabled elderly, advocacy and recreation.

#### (2) Drug and Alcohol Abuse Grant Fund

The Drug and Alcohol Abuse Grant Fund is used to account for proceeds of the grant received from the Louisiana Office of Urban Affairs to provide education of targeted youth groups on drug and alcohol abuse.

#### (3) Building Fund

The building fund is used to account for funds and activities related to donated property located at the West 70th Street Shopping Center. This property is a neighborhood strip shopping center that houses several small businesses. These businesses pay monthly rental to Socialization Services. This property is also the future home of the Caddo Parish Community Women's Health Center. This center was inoperable as of June 30, 2001, but expects to begin functioning in the near future.

#### (4) Special Upkeep – Building Fund

The special upkeep building fund is used to account for funds and activities related to upkeep of the property at West 70<sup>th</sup> street. Upkeep activities include building repair and upgrade, landscaping and ongoing building maintenance.

#### (5) General Fund

The General Fund is used to account for funds and activities not directly related to program funds. Funding is provided from the State of Louisiana for processing Medicaid applicants and from the City of Shreveport for processing clients for water bill reimbursement.

#### (1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### D. Basis of Accounting:

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All funds utilized by Socialization Services, Inc. are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

The modified accrual basis of accounting is used by all funds appearing in this financial report. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Socialization Services, Inc. considers revenue available if it is collected within 60 days after year-end. Those revenues susceptible to accrual are intergovernmental and contributions from private sources. Expenditures are recorded when the related fund liability is incurred.

#### E. Budgets and Budgetary Accounting:

Socialization Services, Inc. generally follows these procedures in establishing the budgetary data reflected in theses financial statements:

- Management, with technical assistance provided by the State of Louisiana Office of Urban Affairs, prepares a proposed budget and submits the same to the Board of Directors for approval prior to the beginning of each fiscal year.
- 2. Budgetary amendments involving the transfer of funds from one program or function to another or involving increases in expenditures resulting from revenues exceeding amounts estimated require approval of the Board of Directors.
- 3. All budgetary appropriations lapse at the end of each fiscal year.
- 4. The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts are as originally adopted, or as amended from time to time by the Board of Directors or the Louisiana Office of Urban Affairs.
- 5. Formal budgetary integration is employed as a management control device during the year for all funds.
- 6. Expenditures can legally exceed appropriations, but not more than 5%.

#### (1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### F. Expenditures - Actual and Budget:

The following individual fund had actual expenditures over budgeted expenditures for the year ended June 30, 2001.

#### **NONE**

#### G. Fixed Assets

General fixed assets are not capitalized in the funds used to acquire or construct them. Instead, capital acquisition and construction are reflected as expenditures in grant funds, and the related assets are reported in the general fixed assets accounts group. All purchased fixed assets are valued at cost where historical records are available and at an estimated historical cost where no historical records exist. Donated fixed assets are valued at their estimated fair market value on the date received.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related assets, as applicable.

#### H. Cash

All cash funds are covered by FDIC insurance at a federally insured financial institution.

#### I. Accrued Vacation Liability

The current policy of Socialization Services, Inc. does not provide for the accumulation of earned leave by employees; therefore, these financial statements do not contain a provision for accrued vacation.

#### J. Total Columns on Combined Statements - Overview

Total columns on the Combined Statements - Overview are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

#### (1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### K. Summarized Financial Information for 2000

The financial information for the year ended June 30, 2000, presented for comparative purposes, is not intended to be a complete financial statement presentation.

#### (2) FUNDING

Socialization Services, Inc. was funded by the Louisiana Office of Urban Affairs, receiving \$195,000 for the fiscal year ended June 30, 2001, and \$98,750 for the Alcohol and Drug Abuse for the fiscal year ended June 30, 2001. Additional funding was received from the State of Louisiana for Medicaid in the amount of \$56 and from the City of Shreveport, receiving \$31,138 for Water and Housing.

#### (3) GRANTS RECEIVABLE

There were no grant receivables for the period ended June 30, 2001.

#### (4) INCOME TAX STATUS

Socialization Services, Inc., a non-profit corporation, is exempt from federal income taxation under Section 501 (c) (3) of the Internal Revenue Code.

#### (5) CHANGES IN LONG - TERM DEBT

Socialization Services had no long-term debt during the fiscal year ended June 30, 2001.

#### (6) JUDGMENTS, CLAIMS, AND SIMILAR CONTINGENCIES

There is no litigation pending against Socialization Services at June 30, 2001. Furthermore, Socialization Services' management believes that any potential lawsuits would be adequately covered by insurance.

Socialization Services receives revenues from various State grant programs that are subject to final review and approval as to allowability of expenditures by the respective grantor agencies. Any settlements or expenses arising out of a final review are recognized in the period in which agreed upon by the agency and Socialization Services. Also, it is management's opinion that any audits by the grantor agencies would not produce disallowed program costs and liabilities to such an extent that they would materially affect Socialization Services' financial position.

S U P P L E M E N T A R Y

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# COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BUDGET (GAAP BASIS) AND ACTUAL ELDERLY AFFAIRS FUND TYPE For the Fiscal Year Ended June 30, 2001

	Budget	Actual	Variance Favorable (unfavorable)
<u>REVENUES:</u>			
Intergovernmental Interest Income Rental Income Donations Other	195,000	195,000	447
TOTAL REVENUES	195,000	195,447	447
EXPENDITURES:			
Personnel	96,459	95,925	534
Trave!	200	356	(156)
Operating Services	90,841	89,561	1,280
Operating Supplies			
Professional Services			
Capital Outlays		211	(211)
Other Costs	7,500	6,739	<u>761</u>
TOTAL EXPENDITURES	195,000	192,792	2,208
EXCESS (DEFICIENCY) OF			
REVENUÈS OVER EXPENDITURES	<u></u>	2,655	2,655
FUND BALANCE, BEGINNING		762	762
INTERFUND TRANSFER	<del></del>	<del></del>	<del></del>
FUND BALANCE, ENDING	<del></del>	3,417	3,417

The accompanying notes are an integral part of this statement

# COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BUDGET (GAAP BASIS) AND ACTUAL ELDERLY AFFAIRS FUND TYPE For the Fiscal Year Ended June 30, 2001

	Budget	Actual	Variance Favorable (unfavorable)
REVENUES:		, totaar	Jamarorabicy
Intergovernmental Interest Income Rental Income Donations Other	98,750	98,750	
TOTAL REVENUES	98,750	98,765	15
EXPENDITURES:			
Personnel	69,869	72,582	(2,713)
Travel	750	750	
Operating Services	20,041	19,606	435
Operating Supplies	1,090	765	325
Professional Services			
Capital Outlays		122	(122)
Other Costs	7,000	6,797	203
TOTAL EXPENDITURES	98,750	100,622	(1,872)
EXCESS (DEFICIENCY) OF			
REVENUES OVER EXPENDITURES		(1,857)	(1,857)
FUND BALANCE, BEGINNING		8,187	8,187
INTERFUND TRANSFER	<del></del>		
FUND BALANCE, ENDING	<del></del>	6,330	6,330

The accompanying notes are an integral part of this statement

Certified Public Accountant

133 Buttercup Court White House Station, NJ 08889 (908) 823-0116

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENTAL AUDITING STANDARDS

Board of Directors Socialization Services, Inc. Shreveport, Louisiana

I have audited the financial statements of Socialization Services, Inc., Shreveport, Louisiana as of and for the year ended June 30, 2001, and have issued my report thereon dated October 31, 2001. I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Governmental Auditing Standards, issued by the Comptroller General of the United States.

#### Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I performed tests of Socialization's compliance with certain provisions of laws, regulations, contracts, and grants, non-compliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance that are required to be reported under Governmental Auditing Standards.

#### Internal Control Over Financial Reporting

In planning and performing my audit, I considered Socialization's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control over financial reporting. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the internal control over financial reporting and its operation that I consider to be material weaknesses.

This report is intended for the information of the audit committee, management, and the state of Louisiana Legislative Auditor's office, and federal awarding agencies and pass-through entities. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

JERRY L. WHITE

CERTIFIED PUBLIC ACCOUNTANT

Certified Public Accountant

133 Buttercup Court White House Station, NJ 08889 (908) 823-0116

#### MANAGEMENT LETTER COMMENTS

Board of Directors Socialization Services, Inc. Shreveport, Louisiana

THERE ARE NO MANAGEMENT LETTER COMMENTS FOR SOCIALIZATION SERVICES INC. FOR THE YEAR ENDED JUNE 30, 2001. PLEASE SEE SUMMARY OF PRIOR YEAR FINDINGS FOR FOLLOW-UP ON PRIOR YEAR FINDINGS.

JERRY L. WHITE

CERTIFIED PUBLIC ACCOUNTANT

Certified Public Accountant

133 Buttercup Court White House Station, NJ 08889 (908) 823-0116

#### MANAGEMENT'S CORRECTIVE ACTION PLAN

THERE WERE NO AUDIT FINDINGS AND/OR COMMENTS FOR THE YEAR ENDED JUNE 30, 2001, AND THEREFORE A MANAGEMENT CORRECTIVE ACTION PLAN WAS NOT APPLICABLE.

JERRY L. WHITE

CERTIFIED PUBLIC ACCOUNTANT

Certified Public Accountant

133 Buttercup Court White House Station, NJ 08889 (908) 823-0116

#### SUMMARY OF PRIOR YEAR FINDINGS

THERE WERE NO AUDIT FINDINGS AND/OR COMMENTS FOR THE YEAR ENDED JUNE 30, 2000, AND THEREFORE THERE ARE NO PRIOR YEAR FINDINGS.

JERRY L. WHITE

CERTIFIED PUBLIC ACCOUNTANT

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